

HOW TO PREPARE AND PRESENT BOOK MANUSCRIPTS



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RULES:

1. Typed on white paper on 8 ½ by 11 inch paper or format on your computer for an electronic attachment.
2. Double-space your entire manuscript using black ink and use only one side, not both sides.

3. Type size: 10 pt. – 11 pt.
4. Your name and address, email and phone number at the top of the first page on the left.
5. On the right at the top of the page – the number of words for the manuscript.
6. Title and your name should be centered on the first page (alone).
7. Manuscripts on computer on flash drive or via email at the request of your agent or editor – use the guidelines provided by your literary agent.
8. Each submission should include your manuscript, a cover letter, a self-addressed (SAE) and return postage.
9. Title and your name on every page of the book manuscript. Don't forget to include page number on every page of the manuscript.